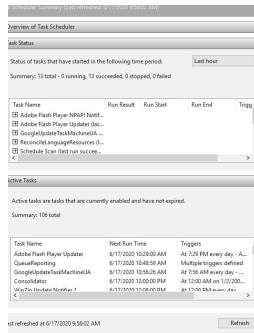


FACTORY SCHEDULER

JOB DESCRIPTION:

Richmond based Manufacturer looking for Factory Scheduler to work closely with Manufacturing, Project Management and Engineering on all aspects of project from order entry to shipment.



REQUIREMENTS:

- Must be a U.S. citizen
- Candidate must have 5-7 years of experience in scheduling and load balancing
- Must have extensive experience with Microsoft Project Primavera or equivalent
- Strong organizational skills are mandatory
- Must have good computer skills and be detail oriented
- Proficient use of Microsoft Outlook, Word, and Excel
- Must know how to create a master schedule, as well as maintain real time
- Must have excellent communication skills

RESPONSIBILITIES:

- Create Project and Factory Schedules
- Collect data needed from each department
- Interact with each department continuously to update and correct as needed
- Attend/call meetings as needed to complete/update plant schedules
- Create/update department schedules for Engineering and Field Services
- Work with Project Management and Field Service departments to schedule material flow

BENEFITS OF WORKING @ PS&C:

PS&C offers the opportunity to carve out your own professional destiny! We facilitate enhancement of one's skill set, while providing the structure to strengthen your talents and diversity within yourself, as well as our product lines. As a valued team member, we recognize that everyone is essential to success. Each employee's individual talents are utilized.

- Company is Employee Owned and is looking for Associates with long-term expectations
- E. O. E.: drug and smoke free environment; criminal background checks included
- Bonus, 401k, and Company Stock Ownership
- Health and Dental coverage
- Paid Vacations, Personal Time, and Holidays

